

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1612

Page 1 of 7

Agency

Division/Unit

Department of Public Safety  
and Correctional Services

Division of Pretrial  
Detention and Services

Item  
No.

Description

Retention

1.

TRAINING (EMPLOYEE) AREA

INDIVIDUAL EMPLOYEE TRAINING RECORDS:

These chronological records include all information related to the training received by any Division of Pretrial Detention and Services employee throughout his/her tenure of employment with the Division of Pretrial Detention and Services.

A record on every Division of Pretrial Detention and Services employee, containing some or all of the following information, will be maintained and/or monitored by the Institutional Training Manager (ITM) position at the institution level and by the Director of Staff Development and Training position at Hdqs.

These records are confidential in nature, and are considered as being an extension of the employee's personnel file.

A. TRAINING VERIFICATION LOG FORMS

Retain and maintain for current employees. Forward to respective ITM upon employee transfer. Forward to personnel department for inclusion in the employee's personnel file upon termination of Division of Pretrial Detention and Services. Employment.

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date April 1, 1994

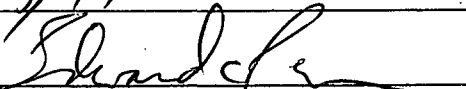
Signature 

Typed Name Paul Brown

Title Director of Support Services

Schedule Authorized by State Archivist

Date 5/13/94

Signature 

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1612

Page 2 of 7

Agency		Division/Unit
Department of Public Safety and Correctional Services		Division of Pretrial Detention and Services
Item No.	Description	Retention
	<p>B. <u>PRE-SERVICE TRAINING RECORDS</u></p> <p>(1) Signed statements that employees have received a copy of handbook and prescribed orientation DCR's.</p> <p>(2) Orientation Program Test Answer Sheets.</p> <p>(3) Pre-Service Firearms Pre-test, post-test and firearms score sheet information.</p> <p>(4) Academy Completion Verification Forms.</p>	<p>Do not retain in the training record. Immediately forward for inclusion in the employee's personnel file.</p> <p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of Div. of Pretrial Detention and Services employment.</p> <p>Retain one (1) copy for current employees in the ITM's file. Forward the ITM file copy upon employee transfer. The original will be forwarded to the personnel depart. for inclusion in the employee's personnel records.</p>

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1612

Page 3 of 7

Agency

Department of Public Safety  
and Correctional Services

Division/Unit

Division of Pretrial  
Detention and Services

Item No.	Description	Retention
	<p>(5) Personnel Transaction Forms</p> <p>C. <u>IN-SERVICE TRAINING RECORDS</u></p> <p>(1) Test Answer Sheets.</p> <p>(2) In-Service firearms pre-test, post-test and firearms score sheet information.</p> <p>D. <u>EMPLOYEE APPRENTICESHIP INFORMATION</u></p> <p>Correctional Officers employed by the Division of Pretrial Detention and Services have an opportunity to participate in a recognized apprenticeship program. Documentation of program participation may include some or all of the following information.</p> <p>(1) Apprenticeship Application Form</p> <p>(2) Apprenticeship Form H</p>	<p>Information will be logged on training verification forms, then the transaction forms will be destroyed.</p> <p>Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of DPDS employment.</p> <p>Do not Retain in the training record. Immediately forward for inclusion in the employee's personnel file.</p>

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1612

Page 4 of 7

Agency Department of Public Safety  
and Correctional Services

Division/Unit Division of Pretrial  
Detention and Services

Item No.	Description	Retention
	(3) Apprenticeship Forms D, E, and F.	A copy will be retained in the ITM files for current employees. Forward to respective ITM upon employee transfer. The original forms will be forwarded immediately for inclusion in the employee's personnel file.
2.	<p><u>PROGRAM FILES:</u></p> <p>These files contain information related to a specific training program presented to employees. All information relative to a specific program will be grouped together in an orderly fashion. Program files may include some or all of the following:</p> <ul style="list-style-type: none"> <li>A. Training Schedules</li> <li>B. Rosters</li> <li>C. Sign-in Sheets</li> <li>D. Red Cross Report Sheets</li> <li>E. Matter of Records</li> <li>F. Master Set of Sign-in Sheets</li> </ul>	Retain for two (2) years and until all audit requirements have been fulfilled, then forward to State Records Management Center for an additional 13 years, then destroy.
3.	<p><u>INSTRUCTOR CERTIFICATION RECORDS</u></p> <p>The records reflect the instructor certification information for those employees who provide training in the institutions. These records will be maintained in an orderly and chronological manner, and may contain any or all of the following information:</p>	

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1612  
Page 5 of 7

Agency		Division/Unit
Department of Public Safety and Correctional Services		Division of Pretrial Detention and Services
Item No.	Description	Retention
	<p>A. Letter requesting certification.</p> <p>B. MPCTC-18 Form</p> <p>C. MPCTC-29 Form</p> <p>D. MPCTC Instructor Evaluation Checklist</p> <p>E. Certificates reflecting instructor expertise in specialized areas.</p> <p>F. MPCTC-22 Form</p>	<p>Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Depart for inclusion in employee's personnel file upon termination of Division of Pretrial Detention and Services employment.</p>
4.	<p><u>TUITION REIMBURSEMENT RECORDS:</u></p> <p>The record for employees who participate in the tuition reimbursement program may include any or all of the following information:</p> <p>A. Career Development Plan(s)</p> <p>B. MS-551 Request Forms</p> <p>C. OS-1-TG Forms</p> <p>D. OS-2-TG Forms</p> <p>E. OS-3-TG Forms</p> <p>F. OS-4-TG Forms</p>	<p>Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of DPDS employment. The Hq's. Training Depart. maintains a master file on all current DPDS program participants. Retain each file for one (1) year after termination of DPDS employment, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1612

Page 6 of 7

Agency

Department of Public Safety  
and Correctional Services

Division/Unit

Division of Pretrial  
Detention and Services

Item No.	Description	Retention
----------	-------------	-----------

G. Tuition Reimbursement Quarterly Reports

A copy of the quarterly report prepared by HQ will be forwarded to each ITM. Retain for three (3) years, then destroy.

5. OUT-SERVICE TRAINING VERIFICATION RECORDS:

In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:

- A. Program brochure
- B. MS-551 Form
- C. Out-of-State Travel Request
- D. Schedule of Training
- E. Syllabus/agenda

Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of DPDS employment. The HQ's Training Department retains a master set of MS-551 Forms and Out-of-State Travel Requests for one (1) year after the conclusion of the fiscal year, then destroy.

6. STUDENT EVALUATION FORMS:

COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.

Retain for two (2) years and until all audit requirements have been fulfilled then destroy.

**DEPARTMENT OF GENERAL SERVICES**  
**RECORDS MANAGEMENT DIVISION**  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

**Schedule No.** 1612

**Page** 7 **of** 7

<b>Agency</b>	<b>Division/Unit</b>
Department of Public Safety and Correctional Services	Division of Pretrial Detention and Services

Item No.	Description	Retention
7.	<u>LESSON PLANS AND TRAINING COMMISSION APPROVAL</u>  These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval.	<u>SHEETS:</u>  Retain for five (5) years at the institution, then send to State Records Center for fifteen (15) years, then destroy. The HQ's Training Depart. retains a set of records for three (3) years, then destroy.
8.	<u>RESOURCE MATERIALS:</u>  These materials include magazines, catalogs, newsletters, etc.	Retain for three (3) years or until information becomes outdated, then destroy.
9.	<u>MINUTES FROM TRAINING MEETINGS:</u>  These documents transcribe the activities at quarterly training meetings.	Retain for three (3) years, then destroy.
10.	<u>GENERAL CORRESPONDENCE:</u>  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.  Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Individual Employee Training Records Training Verification Log Forms Pre-Service Training Records In-Service Training Records Employee Apprenticeship Information					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>14</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>14</u> Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Training Office Jail Industries Bldg.		<b>12. FILE BECOMES INACTIVE AFTER</b> <div style="text-align: right;">Termination of Employment</div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) _____ Number			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>18. RECOMMENDED RETENTION</b> Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination.		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  April 4, 1994	
<b>NAME AND TITLE OF PREPARER</b> Communication/Fleet Coordinator Richard A. Bradley					



<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page <u>2</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION</b> - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  <u>1991</u> TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Program Files These files contain information related to a specific training program presented to employees. All information relative to a specific program will be grouped together in an orderly fashion. Program files may include some or all the following: A. Training Schedules B. Rosters C. Sign-in Sheets D. Red Cross Report Sheets E. Matter of Records F. Master Set of Sign-in Sheets					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>14</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> <i>TYPE IN RETENTION (SEE PG 4 OF SCHED.)</i>			
<b>19. NAME OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-627-1361		<b>21. DATE</b>  April 4, 1994	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>3</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Instructor Certification Records</p> <p>The records reflect the instructor certification information for those employees who provide training in the institutions. These records will be maintained in an orderly manner, and may contain any or all of the following information:</p> <ul style="list-style-type: none"> <li>A. Letter requesting certification.</li> <li>B. MPCTC-18 Form</li> <li>C. MPCTC-29 Form</li> <li>D. MPCTC Instructor Evaluation Checklist</li> <li>E. Certifications reflecting instructor expertise in specialized areas.</li> <li>F. MPCTC-22 Form</li> </ul>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> Employee Transfer _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input checked="" type="checkbox"/> Yes <u>Woodstock Academy</u> <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel record upon termination.			
<b>19. NAME AND TITLE OF PREPARER</b> <u>Richard A. Bradley</u> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  April 4, 1994	

<b>INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>4</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)</b> Tuition Reimbursement Records The record for employees who participate in the tuition reimbursement program may include any or all of the following information: A. Career Development Plan(s) B. MS-551 Request Forms C. OS-1-TG Forms D. OS-2-TG Forms E. OS-3-TG Forms F. OS-4-TG Forms G. Tuition Reimbursement Quarterly Report					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER Employee Transfer</b>  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b> Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b> <input checked="" type="checkbox"/> Yes <u>Hq's Training Dept.</u> <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS (If yes, cite law(s) &amp; regulation(s))</b>  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b>  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain each file for one (1) year after termination of DPDS employment, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> <u>Richard A. Bradley</u> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b> 410-637-1361		<b>21. DATE</b> April 4, 1994	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>5</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  <u>1991</u> TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Out-Service Training Verification Records In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information: A. Program brochure B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for current employees. After employee leaves, retains for one (1) year. <i>THEN DESTROY.</i>			
<b>19. NAME AND TITLE OF PREPARER</b> <i>Richard A. Bradley</i> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b> 410-637-1361		<b>21. DATE</b> April 4, 1994	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page <u>6</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Student Evaluation Forms COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>2</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b> 410-637-1361		<b>21. DATE</b> April 4, 1994	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>7</u> Of <u>10</u>	
<b>DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 to _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Lesson Plans and Training Commission Approval Sheets These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input checked="" type="checkbox"/> Yes <u>Woodstock Academy, MPCTC</u> <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for five (5) years at the institution, then send to State Records Center for fifteen (15) years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> <u>Richard A. Bradley</u> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  April 4, 1994	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>8</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 To _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Resource Materials These materials include magazines, catalogs, newsletters, etc.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Training Office Jail Industries Bldg.		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>18. RECOMMENDED RETENTION</b> Retain for three (3) years or until information becomes outdated, then destroy.		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  April 4, 1994	
<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator					

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page <u>9</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Minutes From Training Meetings: These documents transcribe the activities at quarterly training meetings.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
		<b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input checked="" type="checkbox"/> Yes <u>Woodstock Academy MPCTC</u> <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for three (3) years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> <u>Richard A. Bradley</u> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  April 4, 1994	



<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>10</u> Of <u>10</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  TRAINING				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  General Correspondence Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>1</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Training Office Jail Industries Bldg.		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Screen annually and destroy that material no longer needed for current business. <i>DIRECTIVES ETC. RETAIN PERMANENTLY FOR PERIODIC TRANSFER TO STATE ARCHIVES</i>			
<b>19. NAME AND TITLE OF PREPARER</b> <i>Richard A. Bradley</i> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  April 4, 1994	